



## EASY STEPS TO PCS TRAVEL

### 1. MAKE A RESERVATION

#### HOW ?

Either call our call center at DSN 236-8418 or toll free commercial at 0800 100 7102 or email your request to [Hanau@satotravel.com](mailto:Hanau@satotravel.com) or use our webpage request forms under [www.satotravel.com/usareur](http://www.satotravel.com/usareur)

Please make sure that all names are spelled as listed in your travel documents, ID card or passport for service members and passports for dependents and that orders do match and are readable. An itinerary will be emailed to you when the reservation is done.

#### WHERE CAN YOU FLY TO ?

The commercial airport serving your new duty station or to the airport that serves the primary port (the POV shipping point that services the members authorized PCS destination), or any government POV shipping destination East of the your new duty station. Free enroute stopovers can be added if allowed by airline.

In case a free stopover is not possible, you need to purchase a leisure ticket with us. Please check with your finance office on reimbursements. Reservations can also be made through the same channels. No orders would have to be emailed to us in those cases.

### 2. EMAIL OR FAX YOUR ORDERS FOR TICKETING

Email orders to [Hanau\\_cto@satotravel.com](mailto:Hanau_cto@satotravel.com) or fax commercial to 06181 53796

Please email or fax orders as soon as possible. We will email you an E Ticket receipt as soon as it is issued. Make sure that you verify the reserved itinerary is correct before emailing orders to us.